



**Display Case and Exhibit Policy**

**Authority: Library Advisory Board**

**Update history: Adopted by Newberg Library Advisory Board March 13 2001,**

**Revised August 16 2018**

The display case(s) and exhibit space within the Newberg Public Library are to be used for promotion of library activities or for items of general interest such as arts and crafts by individuals and groups and hobby collections prepared by individuals or groups.

Exhibit space outside the display case(s) will be determined by library staff, recognizing appropriate clearances and safety.

Priority for use of the display case(s) and exhibit space is to be given to Library purposes and Newberg residents.

Displays must be of general interest to the public and must be of a non-commercial nature.

The Library Director reserves the right to determine use of display areas and to cancel or reschedule all arrangements, at his/her discretion, with or without cause or reason, and without liability.

A small notice may be placed with the display or exhibit for identification in the following form:

Displayed by \_\_\_\_\_

For further information call \_\_\_\_\_

An appropriate staff member must be present when the display case is being used because of the danger of glass breakage.

The library assumes no liability for damage or theft of any item left on exhibit.

Items not removed by the exhibitor within 30 days of the end of the exhibit become the property of the Newberg Public Library which will use or dispose of them in an appropriate manner.